

North Country Community College

Malone Campus
75 William Street
Malone, NY 12953
(518) 483-4550

Saranac Lake Campus
23 Santanoni Avenue, PO Box 89
Saranac Lake, NY 12983
(518) 891-2915

Ticonderoga Campus
11 Hawkeye Trail
Ticonderoga, NY 12883
(518) 585-4454

INSTRUCTIONS FOR PERMISSION TO USE COLLEGE FACILITIES

North Country Community College is sponsored by the counties of Essex and Franklin. In its role of community service this college makes every attempt to serve all areas of these counties on an equitable and mutually distributive basis. In so doing, it is necessary that the college receive formal request for utilization of any of its facilities by an organization, association, institution or corporation. Certain formalities are necessary among which are:

1. **Written request must be made.** This is done by using the form furnished by NCCC: "Permission to Use College Facilities."
2. The request must be submitted **at least two weeks (ten working days)** prior to the time of usage, in order to allow the college to consider and act upon the request.
3. The request form is to be submitted to: *North Country Community College*
Attn: Bursar
23 Santanoni Avenue, PO Box 89
Saranac Lake, NY 12983
4. The "Organization" requesting use of college facilities **must furnish a Certificate of Liability Insurance** which names North Country Community College as additional insured under the Organization's policy. A certificate of Insurance for Workmen's Compensation also may be required if the Organization utilizes its personnel for work purposes while utilizing facilities or equipment of the College. Under certain stringent conditions one or both may be waived by the College. The Certificates of Insurance **must be presented to the college** preferably accompanying the request, but at the latest day prior to the date requested.
5. The signature of the Official Representative of the "Organization" and the signature of the Official Representative of North Country Community College causes the Request Form to become a valid legal document.
6. A copy of this Form, when fully completed and signed by both parties, will be given to the Organization.

NORTH COUNTRY COMMUNITY COLLEGE

PERMISSION TO USE COLLEGE FACILITIES

Name of Organization: _____
herin after called "The organization"

Address: _____
Street City State/Zip

Official Representative: _____
Please Print Name Title

Telephone: _____ Email: _____

We request permission to use the facilities of North Country Community College, have read and agree to the conditions set forth on page (2) of this document:

Building: _____ Room/ Area: _____

Equipment: _____ Other: _____

For the following time(s):

Date(s) _____ Hour(s) _____ to _____

Date(s) _____ Hour(s): _____ to _____

For the purpose of: _____

A **Certificate of Liability** Insurance is submitted which names North Country Community College as additional insured under the Organization' Policy. A Certificate of Insurance for Workmen's under then Compensation (if applicable) is also attached.

It is distinctly understood by this Organization that North Country Community College incurs no liability for personal injury to any individual associated with the Organization while on college property, and that the Organization will be liable and will pay for or replace any damage incurred to persons or property. It's further understood that the Organization will leave the premises and equipment in a clean presentable and workable manner and condition immediately following use.

Signature of Official Representative of Organization

Date of Request

DETERMINATION OF REQUEST

North Country Community College approves/ declines this request, stipulated as follows:

Please make check payable to North Country Community College in the amount of:

Your official contact person of the staff of NCCC is: _____